

**CITY OF HORSESHOE BAY  
JOB DESCRIPTION**

**Title: Police Detective**  
**Department: Police**

**Salary Level: 60**  
**FLSA: Non-Exempt**

**Functions:**

In accordance with established policies, practices, and procedures, enforces laws and ordinances; maintains order; prevents crime; and makes arrests. Is further charged with the follow-up investigation of all major cases occurring within the district and all minor cases as may be assigned.

**Organization:**

Reports to Police Chief for policy direction and daily work priorities and any direction required in method or content of work. Must also be self-reliant in investigative initiative and capable of conducting investigations without supervisor direction. Performance evaluation made by Police Chief and approved by City Manager.

Reports to: Chief of Police or His Designee

Supervises: Police officers, while conducting investigations in which direction must be given to accomplish investigative priorities. May also be required to supervise police officers during any absence of the Chief of Police, Assistant Chief, or Shift Commander.

**Responsibilities and Duties:**

- Supervisory: This position will entail some supervisory duties, especially involving investigative incidents. The Detective will be the supervisor in charge of all crime scenes, answerable only to the Chief of Police or his designee. There will also be supervisory potential during the absence of the Chief of Police, Assistant Chief, and Shift Commander.
- Investigative: This position shall be considered the primary investigative position for the Police Department and shall be responsible for conducting, coordinating, follow-up investigation, and court preparation and presentation for all cases that may be assigned by the Chief of Police or his designee. The Detective shall also be responsible for all evidence, including the destruction of evidence pursuant to applicable laws and court orders pertaining to evidence disposal.
- Training: This position will require the Detective to stay abreast of new laws, current investigative techniques, and procedural requirements of the various courts and prosecutorial agencies within which the District operates. The Detective will be expected to periodically pass on this information to other department members either through training sessions, directives, or by posting periodicals pertaining to new laws or investigative techniques.

- Patrol Assist: This position may also entail periodic assist to the patrol duties in the form of assisting patrol officers during periods of manpower shortages

**Physical Requirements:**

- Ability to lift, push and/or pull up to 100 lbs.
- Ability to bend, stretch, twist, or reach out with the body, arms, and/or legs.
- Ability to sit and stand for long periods of time.
- Applicant must pass a post-offer, pre-employment physical examination and drug screening.
- Applicant may be required to have an x-ray of the back as part of the pre-employment physical examination.

**Personnel Qualifications Required for Position:**

- Must possess a minimum of an Intermediate TCLEOSE classification.
- Minimum have a High School Diploma or GED.
- Must have at least five (5) years experience as a full-time police officer in the State of Texas or a Bachelors Degree in Criminal Justice (or related field) and at least three (3) years experience as a full-time police officer within the state.
- Must have prior investigative experience or extensive training in the investigative field and meet any and all other requirements as may be necessary to comply with state statutes.
- Must be self-motivated.
- Must be capable of exercising good judgment during everyday situations as well as during emergencies.
- Must have an above-average ability to communicate both orally and in writing and possess good report-writing skills.
- Must be able to utilize all equipment associated with the position including, but not limited to: firearms, computers, cameras, recording devices, evidence collection equipment, and motor vehicles.
- Must possess a valid Texas Class C Driver's License
- Must have an acceptable driving record

**Certifications and Licenses Required:**

- Texas police officer's license as required by TCLEOSE.
- A minimum of a TCLEOSE Intermediate certification.
- Must be bondable.